Employee Tracker Time & Attendance System
Common Tools

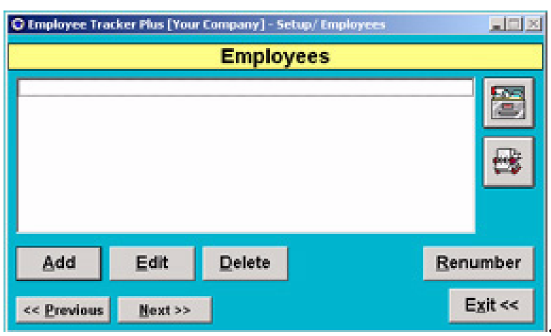
About the System

Before you begin, there are a few specific tools and shortcuts within *Employee Tracker* you should know about. A good understanding of these tools is essential to using *Employee Tracker*.

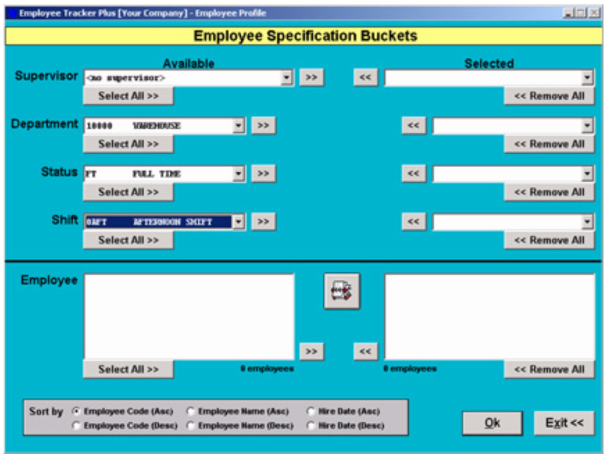
Employee Specification Buckets

Buckets are essential tools you will need to learn about in order to correctly use *Employee Tracker*. These buckets are used to quickly pick a specific record or a range of records. **The purpose of the buckets is to select only the relevant records that you need to work with.** For example, if your company/ organization has 500 employees, it would not be practical to be working with all 500 employees every time you want to ADD/EDIT a record. It is much faster to go into the selection buckets and narrow down the group of employees you need to work with. For example, you may only want to work with one or two employees from one department and two shifts. Follow the procedure below to make your selections:

Click the file cabinet button  within the Employees window.



After you've clicked the file cabinet button, you will open the '**Employee Specification Buckets**' window as shown below:



As you can see in the diagram on the last page, you can select which employees you would like to add to your bucket by selecting criteria from ***Department***, ***Status*** and/or ***Shift***. They may or may not have a ***Supervisor*** depending on how you have setup the system.

Remember, the purpose of the buckets is to select only the relevant records that you need to work with. You may select which employees you would like to display and work with, by selecting specific criteria within ***Supervisor***, ***Department***, ***Status*** and ***Shift*** categories.

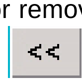
To Select or Remove Your Selections:

From each of the categories in the left column under the '*Available*' heading, choose your criteria by using the  down arrow button of each category. Highlight the item you would like to choose and hit the 

button to choose that selection, or use the 

button to move all '*Available*'

records to the '*Selected*' records column on the right side.

To move or remove records from '*Selected*' column back to '*Available*', follow the above directions and hit the 

button for one record or the 

button to remove all records.

Supervisor -- Not all employers use this option. However, some employers assign a Supervisor to a group of employees.

Department -- Employees must be assigned a department. Department examples include *Shipping*, *Maintenance*, etc.

Status -- In ETP, each employee is assigned a status, for example *Full Time, Hourly*, *Part-Time*, etc.

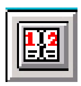
Shift -- The last step is choosing the shifts to be included in the specification. Shifts are assigned to each employee. Examples of shifts are *Days*, *Afternoon*, *Graveyard*, etc.

Date Range

Below is an example of a date field. To change the date, you can click on the Pop-Up Calendar icon (as explained below) or just change the date in the date field window. The format used is “mm/dd/yyyy”.

Employee Tracker has a few shortcuts built in for you to use:

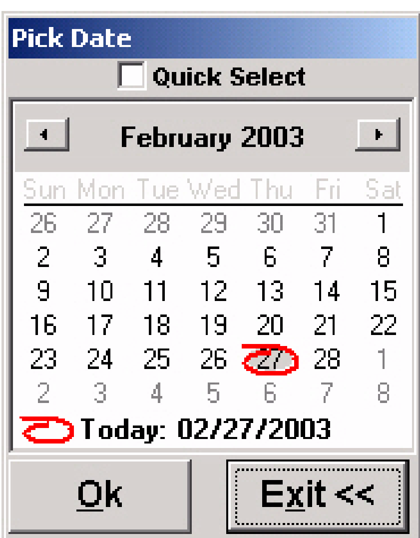
- Double-clicking in the date field will enter today’s date.
- [**Page Up**] and [**Page Down**] keys will toggle between months.
- **Up** and **Down** arrow keys will toggle between days of the week.

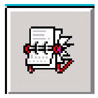
Pop-Up Calendar 

In *Employee Tracker* when you are required to enter a date, you will come across the pop-up calendar button.

If you click on the calendar symbol, a calendar as shown below will pop up. Simply select the appropriate date with your mouse and click [**Ok**]. To move between months use the  and the  buttons.

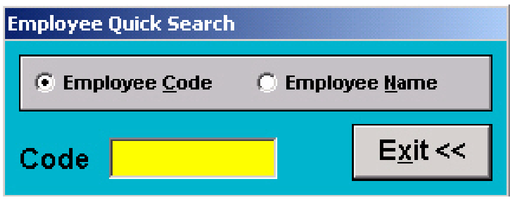
By double-clicking on a date, you will select the date and the pop-up window will close. The date you clicked on will have been selected. If you select the box labelled '**Quick Select**', when you single-click on a date the day will automatically be selected and the calendar will close. There's no need to click on [**Ok**].



Rolodex Search Button 

You will see the *Rolodex Search Button* throughout Employee Tracker. This allows you do a Quick Search for something specific. It could be an Employee, a Holiday, etc. It's a handy tool to use to search quickly.

As shown below, the *Rolodex Search Button* was clicked while in the *Employees* window and it activated the *Employee Quick Search* window.



Key Usage

Menus	[Down arrow]	Move highlight bar downward to the next menu step
	[Up arrow]	Move highlight bar upward to the previous menu step
	[Page down]	Move menu to next page if the current page is full
	[Page up]	Move menu to the previous page (if there is one)
	[Esc]	Display previous screen or quit
	[Enter]	Initiate selected step
	[F1]	Help text where available
Entry forms	[Tab]	Move to next field
	[Shift Tab]	Move to previous field
	[Enter]	Execute control button with focus
	[Esc]	Display previous screen
	[Alt F4]	Display previous screen
	[Alt Tab]	Scroll between alternative active Windows programs
	[Alt “Shortcut Letter” Key]	Initiate event associate underlined key on open form
	[“Shortcut Letter” Key]	Initiate displayed menu step with associate key underlined
	[Ctrl “Shortcut Letter” Key]	Initiate menu step with associate key underlined
	[Up arrow]	(Date Fields) increase day by one.
	[Down arrow]	(Date Fields) reduce day by one.
	[Page up]	(Date Fields) increase month by one.
	[Page down]	(Date Fields) reduce month by one.
	Double Click	(Date Field) Automatically enters system date value